

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Goods

**Procurement of Security Services
for BatStateU Main and Extension
Campuses (Re-bidding)**

Batangas State University

**Fifth Edition
August 2016**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs) and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory¹ use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of (SCC); Section VI. Schedule of Requirements; and Section VII. Technical Specifications. The forms to be used are provided in Section VIII. Bidding Forms.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. In addition, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents, except for the notes introducing Section VIII. Bidding Forms where the information is useful for the Bidder. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (c) This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, SCC, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should

contain no footnotes except Section VIII. Bidding Forms since these provide important guidance to Bidders.

- (d) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (e) If modifications must be made to bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the BDS or SCC these terms shall be printed in bold type face on Section I. Instructions to Bidders and Section III. General Conditions of Contract, respectively.

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SECTION I. INVITATION TO BID

Procurement of Security Services for BatStateU Main and Extension Campuses (Re-bidding)

1. The **Batangas State University**, through the **MDS / STF (MOOE)** intends to apply the sum of **Thirty Million Three Hundred Seventy Four Thousand Six Hundred Five Pesos and 59/100 (Php 30,374,605.59)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Security Services for BatStateU Main and Extension Campuses (Re-bidding)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Batangas State University** now invites bids for **Procurement of Security Services for BatStateU Main and Extension Campuses (Re-bidding)**. Duration of contract is **two (2) years**. The prospective bidder should have completed, within three (3) years from the date of submission and receipt of bids, at least two (2) similar contracts, and the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II Instruction to Bidders**.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
4. Interested bidders may obtain further information from Batangas State University and inspect the Bidding Documents at the address given below from 8:00 am – 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **July 18, 2017 – August 7, 2017** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty Five Thousand Pesos (Php 25,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the Batangas State University website (<http://www.batstate-u.edu.ph/>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The Batangas State University will hold a Pre-Bid Conference on **July 25, 2017, 2:00 PM** at **Lecture Room 2, Second Floor, CITE Building, GPB Campus I, Rizal Avenue Extension, Batangas City** which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below from **1:00 PM** to **2:00 PM** on **August 7, 2017**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on **August 7, 2017, 2:00 PM at Lecture Room 2, Second Floor, CITE Building, GPB Campus I, Rizal Avenue Extension, Batangas City**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The Batangas State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

ATTY. EDGARD E. VALDEZ
Office of the Bids and Awards Committee
2nd Floor CITE Building, GPB Campus I
Rizal Avenue Extension, Batangas City
Telephone No.: (043) 980-0385 loc 1549
E-mail address: bids_awards@yahoo.com
University Website: <http://www.batstate-u.edu.ph/>

ATTY. EDGARD E. VALDEZ
BAC Chairman

Section II. Instructions to Bidders

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A. General

1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII. Technical Specifications.
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28.

2. Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, the Procuring Entity as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the

Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

4. Conflict of Interest

4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of

interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and

- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; and
- (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).

5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:

- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
- (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- (c) When the Goods sought to be procured are not available from local suppliers; or
- (d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(ii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b)(iii).
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
 - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
 - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
 - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.

- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary’s Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers’ wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. Origin of Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. Subcontracts

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

B. Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

C. Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

- 12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:
 - (a) Eligibility Documents –

Class “A” Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
 - (ii.2) date of the contract;
 - (ii.3) contract duration;
 - (ii.4) owner’s name and address;
 - (ii.5) kinds of Goods;
 - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 - (ii.8) date of delivery; and
 - (ii.9) end user’s acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class “B” Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents –
- (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
 - (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
 - (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
 - (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

13. Documents Comprising the Bid: Financial Component

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
- (a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
 - (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
 - (c) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2. (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

- (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
 - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
 - (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
 - (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
 - (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

- 15.1. The Bidder shall complete the appropriate Schedule of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- (a) For Goods offered from within the Procuring Entity's country:
 - (i) The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable);
 - (ii) The cost of all customs duties and sales and other taxes already paid or payable;
 - (iii) The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - (iv) The price of other (incidental) services, if any, listed in the **BDS**.
 - (b) For Goods offered from abroad:
 - (i) Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted DDP with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - (ii) The price of other (incidental) services, if any, listed in the **BDS**.
 - (c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations
- 15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A

bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.

16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.

18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.

18.5. The bid security may be forfeited:

(a) if a Bidder:

- (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
- (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b);
- (iii) has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 29.2;
- (iv) submission of eligibility requirements containing false information or falsified documents;
- (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
- (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
- (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
- (viii) refusal or failure to post the required performance security within the prescribed time;
- (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
- (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
- (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
- (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

(b) if the successful Bidder:

- (i) fails to sign the contract in accordance with **ITB** Clause 32; or
- (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ___ - TECHNICAL COMPONENT” and “COPY NO. ___ – FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ___”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

- 20.4. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder's name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with **ITB** Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2 A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of

Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.

- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
- (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - (b) Mayor’s/Business permit issued by the local government where the principal place of business of the bidder is located; and
 - (c) Audited Financial Statements showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

E. Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

27. Domestic Preference

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
- (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
 - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
 - (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
 - (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or

supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
 - (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the following in the evaluation of bids:
 - (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
 - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local

taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

29. Post-Qualification

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.

- 29.2. Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.

- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

30. Reservation Clause

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
 - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
 - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;

- (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
 - (b) All prospective Bidders are declared ineligible;
 - (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
 - (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

F. Award of Contract

31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
 - (i) Valid JVA, if applicable; or
 - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder;
 - (b) Posting of the performance security in accordance with **ITB** Clause 33;
 - (c) Signing of the contract as provided in **ITB** Clause 32; and

- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.

32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

32.4. The following documents shall form part of the contract:

- (a) Contract Agreement;
- (b) Bidding Documents;
- (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

34. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

35. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

ITB Clause																									
1.1	<p>The Procuring Entity is Batangas State University.</p> <p>The name of the Contract is Procurement of Security Services for BatStateU Main and Extension Campuses (Re-bidding).</p> <p>The identification number of the Contract is BSU Project No. 2017-___.</p>																								
1.2	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Campus</th> <th style="text-align: center;">Number of Cus</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. GPB Campus I –Main</td> <td style="text-align: center;">43</td> </tr> <tr> <td style="text-align: center;">2. GPB Campus II –Alangilan</td> <td style="text-align: center;">28</td> </tr> <tr> <td style="text-align: center;">3. Integrated School</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">4. Lipa Campus</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">5. Lemery Campus</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">6. Rosario Campus</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">7. Nasugbu Campus</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">8. Lobo Campus</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">9. Malvar Campus</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">10. San Juan Campus</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">11. Lobo Campus</td> <td style="text-align: center;">8</td> </tr> </tbody> </table>	Campus	Number of Cus	1. GPB Campus I –Main	43	2. GPB Campus II –Alangilan	28	3. Integrated School	2	4. Lipa Campus	9	5. Lemery Campus	8	6. Rosario Campus	6	7. Nasugbu Campus	15	8. Lobo Campus	6	9. Malvar Campus	10	10. San Juan Campus	6	11. Lobo Campus	8
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2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through MDS / STF (MOOE) in the amount of Thirty Million Three Hundred Seventy Four Thousand Six Hundred Five Pesos and 59/100 (Php 30,374,605.59)</p> <p>The name of the Project is: Procurement of Security Services for BatStateU Main and Extension Campuses (Re-bidding)</p>																								
3.1	No further instructions.																								
5.1	No further instructions.																								
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1.																								
5.4	The prospective bidder must have completed, within three (3) years from the date of submission and receipt of bids, at least two (2) similar contracts,																								

	the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II Instruction to Bidders.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on July 25, 2017, 2:00 PM at <i>BAC Office Lecture Room 2, Second Floor, CITE Building, GPB Campus I Rizal Avenue Extension, Batangas City</i>
10.1	The Procuring Entity's address is: <i>2nd Floor, CITE Building Batangas State University, GPB Campus I Rizal Avenue Extension, Batangas City</i> <i>Dr. Tirso A. Ronquillo University President (043) 980-0385 local 1546</i>
12.1(a)	No further instruction
12.1(a)(ii)	The bidder's submitted SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is Thirty Million Three Hundred Seventy Four Thousand Six Hundred Five Pesos and 59/100 (Php 30,374,605.59) . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	Not applicable. No incidental services are required.

16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bid validity period is <i>one hundred twenty (120) calendar days</i> from the date of opening of goods.
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> 1. The amount of not less than two percent (2%) of the ABC or Six Hundred Seven Thousand Four Hundred Ninety Two Pesos and 11/100 (Php 607,492.11) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than five percent (5%) of the ABC or One Million Five Hundred Eighteen Thousand Seven Hundred Thirty Pesos and 28/100 (Php 1,518,730.28) if bid security is in Surety Bond.
18.2	The bid security shall be valid for <i>one hundred twenty (120) calendar days</i> from the date of the opening of bid.
20.3	Each Bidder shall submit <i>one (1)</i> original and <i>three (3)</i> copies of the first and second components of its bid.
21	The address for submission of bids is <i>BAC Office Lecture Room 2, Second Floor, CITE Building, GPB Campus I, Rizal Avenue Extension, Batangas City</i> The deadline for submission of bids is August 7, 2017, at 1:00 - 2:00 PM.
24.1	The place of bid opening is <i>BAC Office Lecture Room 2, Second Floor, CITE Building, GPB Campus I, Rizal Avenue Extension, Batangas City</i> The date and time of bid opening is <i>August 7, 2017 at 2:00 P.M.</i>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.

28.3 (a)	<p>Evaluation of bids will follow the “Guidelines on the Procurement of Security and Janitorial Services, GPPB Resolution No. 24-2007, dated September 28, 2007 Annex “A” that states: “the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation. Hence, the technical proposal of the contractor shall be evaluated using the parameters prescribed in Annex “A” in the bidding documents.</p> <p>The Collegial Evaluation Process – the Members of the Technical Working Group (TWG) evaluates the technical and financial proposals, deciding as a group. The rate obtained is the consensus of the TWG Members involved in the evaluation.</p> <p>THE QUALITY COST BASED EVALUATION DONE</p> <p>The following steps are followed under the QCBE procedure:</p> <ol style="list-style-type: none"> 1. On the day, time and venue set, the BAC evaluates the financial proposal, checks for its completeness, corrects any arithmetical error and corrects the bids as read, if warranted. 2. The BAC disqualifies a bidder if: <ol style="list-style-type: none"> a. It provides for a particular item but does not indicate a price for it and is thus deemed as non-compliant, except that if it specifies “0” (zero) or a “-“ (dash) for the said item, it would be deemed as having offered the item for free to the government, and; b. Its corrected price exceeds the Approved Budget for the Contract (ABC). 3. The BAC computes the ratings of each Financial Proposal in the following manner: <ol style="list-style-type: none"> a. The bidder with the lowest price gets 100 points. b. The scores of the other bidders will be computed using the formula: $Sf = 100 \times FI/F$ <p>In which Sf is the financial score, FI is the lowest Financial Proposal and F is the Financial Proposal under consideration.</p> 4. The Technical Working Group (TWG) evaluates the Technical Proposals and of all qualified bidders. 5. The TWG ranks all the Technical proposals, noting those that have earned ratings above minimum requirement and those that have not.
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	<p>6. The BAC gives corresponding weights to the Financial and Technical Proposals of the qualified bidder, the weights having been determined in the pre-bid conference and indicated in the Invitation to Bid and the Bidding Documents. The Financial Proposal may be given a weight of thirty percent (30%).</p> <p>7. The BAC may adjust the weight of the technical criteria such that their total weight in the percentage terms, together with the weight given to the Financial Proposal, shall be equivalent to one hundred percent (100%).</p> <p>8. The BAC multiplies the average score of each qualified bidder's technical proposal with the percentage value allowed as weight for Technical Proposals. It also multiplies the rate earned by its bidders Financial Proposal with the percentage value allowed as weight for financial proposals. It then adds the resulting products of both operations for each bidder. The sum becomes the total score of the bidder.</p> <p>The formula is as follows: $S = St \times T\% + Sf \times F\%$ Where: S is the Total score St is the Technical score Sf is the Financial Score T is the weight given to the Technical proposal; and F is the weight given to the Financial Proposal</p> <p>9. The BAC ranks the bidders in descending order, with the bidder obtaining the highest total score being declared as Highest Rated Bid.</p> <p>10. After determining the Highest Rated Bid, the BAC sends a formal letter to the contractor informing them that they have been declared as the Highest Rated Bid and is required to submit post-qualification requirements together with its original Class A documents within 5 days.</p> <p>11. After submission, the BAC Secretariat will verify the authenticity of the documents submitted.</p> <p>12. After confirming the authenticity of the submitted documents, a post qualification evaluation will be conducted on a day, time and venue set.</p>
28.4	No further instructions.

29.2	<p>The Lowest Calculated Bid/Highest Rated Bid shall undergo post-qualification in order to determine whether the bidder concerned complies and is responsive to all the requirements and conditions specified in the bidding documents. In order to verify, check, and ascertain licenses, certificates, permits, and agreement, the bidder must submit the original copy of the following documents.</p> <ul style="list-style-type: none"> a. Audited financial statement stamped received by the BIR b. Annual Income Tax Return c. Valid Tax clearance d. Mayor's Permit e. SEC Registration Certificate f. License to Operate Issued by Security Agency and Guard Supervisory Division (SAGSD), Philippine National Police (PNP); g.. Taxpayer's Identification Number (TIN), Bureau of Internal Revenue (BIR) Registration Certificate; h. Affidavit of Commitment of Agency / Applicant; i. Clearance from Legal and Collection Group SSS head Office that it is up-to-date in remitting its contribution, Salary / Calamity Loan amortization and that it has no pending case with SSS Branch Office near its business address and with the Legal and Collection Group SSS Head Office; j. Clearance from the Main Office of the Department of Labor and Employment and National labor Relations Commission, Head Office, that the Agency of the bidder has no pending administrative case for violation of the SSS and minimum wage laws and regulations at the time of filing of eligibility; k. Certified true copy of the latest disposition of Clients, Security guards and Firearms submitted to SAGSD-PNP; l. Location map of business establishment (owned or rented), its address and telephone number; m. List of license guards; n. Certification of DOLE Registration as a legitimate contractor pursuant to DOLE Department Order 18-A Series of 2011.
32.4(f)	No additional requirement.

SECTION IV GENERAL CONDITIONS OF THE CONTRACT

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1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the **SCC**.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the **SCC**.
- (j) The “Funding Source” means the organization named in the **SCC**.
- (k) “The Project Site,” where applicable, means the place or places named in the **SCC**.
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.
- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of

grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) "obstructive practice" is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or

international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in **GCC** Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:
- (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent

amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the **SCC**.

- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The **SCC** and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier’s delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms “*force majeure*” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:

- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
 - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
 - (b) Drawing up or using forged documents;
 - (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
 - (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

- 27.1. The following provisions shall govern the procedures for termination of this Contract:
- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
 - (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;

- (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
 - (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
 - (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
 - (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
 - (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
 - (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

SECTION V.

SPECIAL CONDITIONS OF CONTRACT

GCC Clause	
1.1(g)	The Procuring Entity is Batangas State University .
1.1(i)	The Supplier is _____.
1.1(j)	The Funding Source is the Government of the Philippines (GOP) through MDS / STF (MOOE) .
1.1(k)	The Project Site is Batangas State University Main and Extension Campuses
2.1	No further instructions.
39.1	The Procuring Entity's address for Notices is: <i>Dr. Tirso A. Ronquillo</i> <i>University President</i> <i>Batangas State University</i> <i>2nd Floor CITE Building, GPB Main Campus I</i> <i>Rizal Avenue Extension, Batangas City</i> The Supplier's address for Notices is: _____
6.2	Not applicable.
10.2	Not applicable.
10.4	Not applicable
11.3	Not applicable.
13.4 (c)	No further instructions.
16.1	Not applicable
17.3	Not applicable.
17.4	Not applicable
21.1	Not applicable

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Campus	Post / Area	No. of Guards Posted			Total
		1 st Shift	2 nd Shift	3 rd Shift	
GPB Main Campus I	Officer in Charge	1	1		2
	Gate 1	1	1	1	3
	Gate 2	1	1	1	3
	Gate 3	1	1	1	3
	CABEIHM Building	1	1		2
	Gate 1 Assist	1	1		2
	Gate 3 Assist	1	1		2
	Pedestrian Gate	2	2	1	5
	Administration Office	1	1		2
	Student Center	1	1		2
	CABEIHM Parking	1	1		2
	G.E. Parking	1	1		2
	University Parking (center)	1	1		2
	G.E. and CONAS CTE Bldg.	1	1		2
	CIRTC and CAS Bldg.	1	1		2
	ROVING 1	1	1	1	3
	ROVING 2	1	1	1	3
	ROVING 3		1		1
Total for GPB Main Campus I					43
GPB Main Campus II	Security Officer	1	1	1	3
	Gate 1 Vehicle Entrance	1	1	1	3
	Gate 2 Pedestrian Entrance	1	2	2	5
	Gate 3 Vehicle Exit	1	1	1	3
	Roving 1 (parking space)		1		1
	Roving 2 (parking space)		1		1
	Roving 3			1	1
	CICS and RECTO Bldg		1	1	2
	CEAFA	1	1	1	3
	DORMITORY	1	1	1	3
	Student Center & CIT Bldg		1	1	2
	Gate 1 Assist (6AM- 6PM)		1		1
Total for GPB Main Campus 2					28

Integrated School	I.S.	1			1
	I.S.	1			1
	Total for Integrated School				2
Lipa Campus	Head Guard	1	1		2
	Gate 1	1	1	1	3
	Gate 2	1	1		2
	Roving	1	1		2
	Total for Lipa Campus				9
Lemery Campus	Head Guard	1	1		2
	Student Gate	1	1	1	3
	Roving	1	1		2
	New Building	1			1
	Total for Lemery Campus				8
Rosario Campus	Head Guard	1	1		2
	Student Gate	1	1	1	3
	Roving	1			1
	Total for Rosario Campus				6
Nasugbu Campus	Head Guard	1	1		2
	Gate 1	1	1	1	3
	Gate 2	1	1	1	3
	Gate 3	1	1		2
	Gate 4	1	1		2
	Roving	1	1	1	3
	Total for Nasugbu Campus				15
Lobo Campus	Student Gate	1	1	1	3
	Experimental Farm	1	1	1	3
	Total for Lobo Campus				6
Malvar Campus	Head Guard	1	1		2
	Gate 1	1	1	1	3
	Gate 2	1	1		2
	Roving	1	1	1	3
	Total for Malvar Campus				10
San Juan Campus	Head Guard	1			1
	Gate 1	1	1		3
	Roving1	1		1	2
	Total for San Juan Campus				6
Balayan Campus	Head Guard	1	1		2
	Student Gate	1	1	1	3
	Gate Roving	1	1	1	3
	Total for Balayan Campus				8

TOTAL OF SECURITY GUARDS

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2.0 CONTRACT SCHEDULE

The contract period is for two (2) years unless sooner terminated for a cause.

3.1 SHIFT SCHEDULE

A. Regular Guard shall have a regular eight (8) hours duty in the following schedules:

1. First Shift (0600 – 1400)
2. Second Shift (1400-2200)
3. Third Shift (2200-0600)

B. Supervising Guards / Security Officer / Detachment Commander shall have a regular office hour duty.

4.0 FIREARMS / COMMUNICATION EQUIPMENT / VEHICLES / SECURITY EQUIPMENT

Description	Requirement	Distribution	
		Campus	Qty
1. Base Radio	2	GPB Campus I	1
		GPB Campus II	1
2. Hand Held Radio	57	GPB Campus I	18
		GPB Campus II	9
		Lipa	4
		Rosario	3
		Balayan	3
		Lemery	4
		Lobo	2
		San Juan	3
		Nasugbu	7
		Malvar	4
3. Fire Arms	47	GPB Campus I	11
		GPB Campus II	7
		Lipa	4
		Rosario	3
		Balayan	3
		Lemery	4

		Lobo	2
		San Juan	3
		Nasugbu	6
		Malvar	4
4. Four Wheel Vehicle	1	GPB Campus I	1
5. Motorcycle	2	GPB Campus I	1
		GPB Campus II	1
6. Metal Detector	24	GPB Campus I	6
		GPB Campus II	3
		Lipa	2
		Rosario	1

		Balayan	2
		Lemery	2
		Lobo	1
		San Juan	1
		Nasugbu	4
		Malvar	2
7. Guard Patrol Touring System with 10 spot stations each unit @ Main Campus 1 & 2, minimum 5 spot stations each in other campuses	4	GPB Campus I	2
		GPB Campus II	1
		Lipa Campus	1
8. Megaphone	11	GPB Campus I	2
		GPB Campus II	1
		Lipa	1
		Rosario	1
		Balayan	1
		Lemery	1
		Lobo	1
		San Juan	1
		Nasugbu	1
		Malvar	1
9. Reflectorized Traffic Vest	38	GPB Campus I	10
		GPB Campus II	4
		Lipa	3
		Rosario	3
		Balayan	3
		Lemery	3
		Lobo	2
		San Juan	2
		Nasugbu	5
		Malvar	3
12. Computer with Printer	10	GPB Campus I	1
		GPB Campus II	1
		Lipa	1
		Rosario	1
		Balayan	1
		Lemery	1
		Lobo	1
		San Juan	1
		Nasugbu	1
		Malvar	1

5.0 MINIMUM SPECIFICATIONS OF SECURITY EQUIPMENT

SECURITY EQUIPMENT	MINIMUM SPECIFICATION
1. Shotgun / Handgun	<p>Action: Pump Action, side ejecting Gauge: 12 GA.3" MAG Choke: Open Cylinder Capacity: 4 + 1 (3 shells) Barrel Length: 18 ½ inches Weight: 6 lbs (2.8 kgs.) Finish: Parkerized</p>
2. Handheld Radio	<ul style="list-style-type: none"> • VHF or UHF Scanning Portables • 4 watt output • 15 channels plus 1 scan channel; with busy channel lock out. • All metal chassis and palm size compact design .38 CTCSS and 83 DCS tones enable users to have frequencies that other are using without learning them • 6 volt / 100 mA nickel metal hydride battery, with battery saver and low battery alert • Battery save function can be turned on / off by the dealer, the function minimizes the amount of power used when no signal is present and no function is being used.
3. Guard Patrol Touring System (Watchman Clock)	<ul style="list-style-type: none"> • Durable alloy case that resist drops, erosion, waterproof, stainless steel contactor • Built-in silicone rubber coat. • Shock resistant and water-proof (suitable in harsh environment) • Memory of 10,000 readings (be able to expand storage capacity) • Low voltage design, 3.6V lithium battery • Operating temperature: -40 °C – 90 °C • Won't lose data when power out. • Special design to prevent repeated reading. • Can use in the noisy and night environment. • Automatic alarm when low power or storage full. • 135×41×22mm 10,000 records (expandable 3.6V lithium battery, supports 700,000 continuous readings) • Downloader with USB connection • Memory chips stored inside the stainless case, water-proof. • Support Windows 95/ 98/ 2000/ XP/ Vista/ Windows 7

It is understood that the above-listed equipment shall be functioning and usable. In case of defect, it shall be the duty of the Security Agency to replace the unit within twenty-four (24) hours from the time it was reported.

Section VII. Technical Specifications

TERMS OF REFERENCE

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I. SCOPE OF WORKS

The services to be performed by the Security Agency shall essentially consist of furnishing licensed and uniformed security guards with communication equipment, firearms and ammunitions, standard protective gear as may be required. Services shall also include the provision of security investigative and supervisory personnel.

II. AGENCY QUALIFICATION & MANPOWER REQUIREMENTS

1. The contracted security service should have the necessary experience and expertise in providing security services. For this purpose, the contracted security service shall submit proof of the following:
 - a. Engagement in the business for at least 3 years;
 - b. Client satisfactory certificates from at least 3 clients for the past 3 years;
 - c. A successfully completed project/contract with a value of (a) at least two similar contracts and the aggregate contract amounts should be equivalent to at least the fifty percent (50%) of the Approved Budget for the Contract (ABC); and (b) the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC;
 - d. License to Operate Private Security Agencies (PSAs), Company Guard Units (CGUs) or Government Guard Units (GGUs) from the Philippine National Police (PNP)
 - e. Licenses and Certificates of Individual Security Guards:
 - Valid Security Guard License issued by the PNP
 - NBI Clearance
 - PNP clearance
 - Medical certificate with drug-test result in a *clinic accredited by BatStateU*
 - Neuro- psychiatric test conducted in a clinic accredited by *BatStateU*
2. The Security Agency shall assign and provide Batangas State University with *experienced*, qualified, acceptable, licensed, bonded, armed and trained guards who possess the following minimum qualifications:
 - a. Must be at least second year college;
 - b. For Female Guards -
 - must be physically and mentally fit;
 - not addicted or dependent on prohibited drugs or intoxicating liquor;
 - c. For Male Guards
 - must be physically and mentally fit;
 - not addicted or dependent on prohibited drugs or intoxicating liquor;
 - d. Must be of good moral character and possess no derogatory records from the Philippine Law Enforcement Agencies;
 - e. At least two (2) per shift must possess driver's license and capable of driving in case the university needs a security personnel who is at the same time a

driver to drive for and secure its officials or employees who render overtime services at nighttime;

- f. Security supervisors/guards shall pass the written and oral examination and standards set by the client or its representative before posting;
- g. The security agency warrants that security supervisors/guards shall undergo the orientation process upon passing the written and oral examination at least 3 days before the transition date.

III. DUTIES AND RESPONSIBILITIES OF SECURITY AGENCY

1. To guard and protect the premises, building, vehicles, materials, supplies and other properties of Batangas State University GPB Campus 1 & 2 and Extension Campuses including the safeguarding of the employees within the guarded premises and such other offices, installations, facilities and/or projects of the BatStateU as may be determined from time to time;
2. To provide Batangas State University with qualified, bonded, uniformed, properly groomed and armed security guards to man the above-mentioned address and to provide one hundred forty one (141) guards which may be increased or decreased by Batangas State University from time to time as may be allowed under Republic Act 9184 and it's implementing rules and regulations. The distribution of guards shall be as follows:

a. GPB Campus 1	- 45 security guards
b. GPB Campus 2	- 28 security guards
c. Balayan Campus	- 8 security guards
d. Lemery Campus	- 8 security guards
e. Nasugbu Campus	- 15 security guards
f. Lipa Campus	- 9 security guards
g. Malvar Campus	- 10 security guards
h. Rosario Campus	- 6 security guards
i. San Juan Campus	- 6 security guards
j. Lobo Campus	- 6 security guards

TOTAL = 141 security guards

3. The Security Agency warrants that all guards that will be assigned to Batangas State University possess the qualifications prescribed in Republic Act 5487, as amended by Presidential Decree 11-A dated February 17, 1973, entitled 'An Act to Regulate the Organization and Operation of Private Detective, Watchman, or Security Guard Agencies and the PNP Rules and Regulations Implementing R.A. 5487 as amended on April 2004. The Security Agency must submit certified true copies of said licenses, required clearances and certificates to Batangas State University before deployment of guards;
4. BatStateU reserves the right to approve, on the basis of personnel files furnished by the Security Agency, the selection of the security force assigned to Batangas State University before they are actually posted. For this purpose, the Security Agency agrees to submit to Batangas State University for its review the bio-data of its candidates at least 15 days before the transition date;

5. Security supervisors/guards shall pass the written and oral examination and standards set by the client or its representative before posting;
6. The security agency warrants that security supervisors/guards shall undergo the orientation process upon passing the written and oral examination at least 3 days before posting;
7. To equip each detailed guard with firearms, equipment and other paraphernalia when actually on post as prescribed by pertinent laws and regulations including transport facilities of at least one motorcycle and one pick-up or van;
8. The Security Agency warrants that each guard shall be familiar with the use and care of weapons/equipment entrusted to them, and shall undergo periodic training and practice to improve proficiency in the use of the same;
9. The Security Agency warrants that all guards shall undergo refresher course in a quarterly basis in school security, fire fighting, bomb and bomb threat awareness and response, disaster risk reduction management, public relation, mob control and proper use/safe gun handling;
10. To make a thorough inspection, and maintain record and adequate control of all incoming and outgoing persons, including vehicles, containers, bags, deliveries and properties entering and leaving Batangas State University offices and premises;
11. To prevent the entry of unauthorized persons in the area, and, if this cannot be done peacefully within the guards normal duty, to report the same to Batangas State University in whose legal course of action the guards shall assist without, however, arrogating police power unto themselves or the authority and functions of the police and other peace officers;
12. To submit a weekly report (Situation Report, Inspection Report, Event Security Plan) to Batangas State University to be delivered not later than the 3rd working day of the following week regarding the manner the Security Agency has rendered security protection to Batangas State University. The Security Agency shall at all times maintain a Daily Logbook in all guard posts where daily events are entered which shall always be available for inspection by authorized personnel of Batangas State University;
13. To conduct immediate investigation on breach of security by any person within Batangas State University premises including but not limited to commission of crimes against persons or property and to make and submit a report thereof within the day of the occurrence of any untoward incident;
14. Security Agency shall submit an amended day to day operational activities, and contingency and emergency plans in case of institutional unrest, public disorder, or natural calamity;
15. To ensure that guards are assigned no longer than two (2) weeks at a time in a particular post;

16. To change or replace any or all guards within seventy-two (72) hours upon request by BatStateU in writing due to unsatisfactory performance;
17. The Security Agency shall inform or seek permission from the Client prior to the transfer, assignment/reassignment of security officer/guards from one campus to another. BatStateU reserves the right to approve/disapprove the same;
18. To discipline, supervise and control its security guards in accordance with R.A. 5487 as amended and to ensure that all guards shall follow the rules and regulations which Batangas State University may from time to time furnish in writing to Security Agency;
19. To be responsible for the payment of the salary of the guards in accordance with the PADPAO Rate excluding the retirement benefit and in conformity with Wage Order No. IVA-17- Setting the Minimum Wage For CALABARZON Area, and to comply with the provisions of all pertinent laws such as but not limited to the Manual on Labor Standards 2004, Republic Act 5487, Republic Act 7742, etc.

IV. LIABILITIES OF THE SECURITY AGENCY

1. The Security Agency shall be responsible for any loss, theft, robbery, pilferage, damage or injury to life and/or property under its protection during the hours guarded by the guard or representative of Security Agency and that the same is due to the fault or negligence of the guards or when said act, omission, fault or negligence contributed to the cause of, and/or aggravated, the said damage; provided that whenever such loss, damage, or injury is found attributable to the fault or negligence of Batangas State University, its agents, or visitors or due to force majeure or fortuitous events, the Security Agency shall not be held liable;
2. The Security Agency shall assume full responsibility for any loss, damages, theft, robbery, trespass or injury to life and / or property within its area under its security and protection due to the willful act or negligence of its guards;
3. To hold Batangas State University free from any liability for any claim arising out of personal injury, death, unpaid wages/benefits or for damages caused by the guard to himself, or to others, whether or not said claim for personal injury, death or damages arose out of or in the performance of duties;
4. To assume full responsibility for any loss or damage to Batangas State University properties or of third parties received by or placed under the custody of the guards when such loss or damage is due to the fault or negligence of the guards or when the guards contributed to the cause of, or aggravated, the loss or damage;
5. Except when a guard fails to exercise due diligence of a good father of a family to prevent damage or loss, the Security Agency shall not be liable for damages or losses caused by force majeure, fortuitous events, or acts of God. However, the Security Agency shall be liable for losses/damages occurring immediately after the cessation of force majeure or fortuitous event if the guards failed to exercise due diligence in the performance of their duties;

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6. Any extension of the performance by Security Agency of any responsibility and liability beyond the duration of this contract shall be subject to existing laws, rules and regulations;
 7. The Security Agency shall assume responsibility for the payment of the overtime rendered by the guards on their duty. Thus, a security guard who renders more than eight (8) hours of duty shall be paid by the security agency in accordance with the Labor Code. It shall be incumbent upon the security agency on how it should allocate the bid amount in order to maximize it, including the possible payment of the overtime rendered by the guards;
 8. To establish and maintain an office in Batangas which shall be manned by agency personnel and shall entertain all concerns relative to the implementation of the Contract of Security Services within the duration of the agreement.

V. RIGHTS AND OBLIGATIONS OF BATANGAS STATE UNIVERSITY

1. To pay the Security Agency the semi-monthly billing for the services of the security guards posted in the different campuses of Batangas State University, in accordance with the salary rates per area;
2. Batangas State University may increase or decrease the number of security guards from the agreed total of one hundred forty one (141) guards provided by the Security Agency as may be allowed under Republic Act 9184 and its implementing rules and regulations in which case, billing shall be adjusted accordingly;
3. Batangas State University shall have the right to conduct spot inspection on the performance of the guards anytime it may deem necessary. This right, however, shall not diminish or absolve the Security Agency guards from their obligations to BatStateU.

VI. BILLING REQUIREMENT

1. The Security Agency shall submit to Batangas State University the following documents:
 - a. Copy of the BIO-DATA of each security guard enclosed with Security Guard License, local clearances, Medical Report, Drug Test Result, Certificate of Training (first billing only)
 - b. Copy of payroll or pay slips duly signed by the security guard assigned every billing;
 - c. Daily Time Records of the guards shall be submitted every billing;
 - d. Duly authenticated copy of SSS and Philhealth remittances showing the names of the guards assigned to BatStateU in monthly basis;
 - e. Duly authenticated copy of PAG-IBIG Fund premium remittances showing the names of the guards assigned to Batangas State University.

2. Non-submission of the foregoing documents shall be a sufficient basis for Batangas State University to withhold payments to the Security Agency under the Contract, and / or immediately terminate this Contract by giving the Security Agency a 30-day prior written notice therefore;
3. It is understood and agreed upon that should there be new laws or issuances promulgated by the government, especially as they pertain to increase in the minimum wage and occupation benefits to workers including but not limited to increases in SSS premiums and PAG-IBIG contributions, and paragraph V.1 hereof shall be accordingly adjusted at the date which the law so provides for its effectivity including administrative cost maintaining its percentage in the present billing statement upon the request by the Security Agency. The claim on such adjustment must be supported by a request by the Security Agency and other documents requested by Batangas State University for the processing;

VII. BILLING AND MANNER OF PAYMENT

1. The payment of the services shall be billed semi-monthly and shall be paid by Batangas State University subject to usual auditing and accounting procedure within fifteen (15) working days from its receipt of the statement of account of the Security Agency, unless there shall be any points of verification needed in the processing of the payment;
2. The statement of account of billing for the services rendered by the Security Agency shall include complete supporting documents i.e. properly accomplished daily attendance sheets, payroll or pay slips from each detachment, SSS and Medicare Premiums and logbook entries for each detachment and other documents as may be required by Batangas State University;
3. Statement of deduction from the employees of the monthly SSS contributions based on the schedule of contributions; pay their share of contributions including Employee's Compensation (EC) and remit these contributions to the SSS or accredited banks within the first ten (10) calendar days following the month when said contributions are due and applicable;
4. Submit a summary of all employee's contributions thru **SSS Form R-3's (Contribution Collection List)** together with a copy of the **Special Bank Receipt (SBR)** and **SSS-Form R-% (Payment Return Form)** within ten (10) days after the applicable quarter.

VIII. PERFORMANCE SECURITY

1. Security Agency shall submit to Batangas State University upon signing of the contract a Performance Security in cash, certified checks, cashier's check, manager's check bank draft or irrevocable letter of credit corresponding to five percent (5%) of the total contract price, or a bank guarantee in the amount of not less than ten percent (10%) of the total contract price;
2. The Performance Security shall be posted in favor of the Batangas State University to guarantee the faithful performance by the Security Agency of its obligations and the payment of any claims of the Batangas State University or third parties for loss, liability, injury or damages arising there from. It shall be

forfeited in favor of Batangas State University in the event that the Security Agency is established to be in default of its obligations;

3. The Performance Security should be at least co-terminus with the contract, provided, that it shall be extinguished only upon the issuance of a written clearance by Batangas State University clearing the Security Agency from all accountabilities thereof;
4. Any increase or reduction in the performance security shall be in accordance with Section 39.6 and 39.7 of the Implementing Rules and Regulations of Republic Act 9184.

IX. SPECIAL PROVISIONS

1. It is expressly agreed and understood that the guards of the Security Agency are not employees of Batangas State University and as such, Batangas State University shall not in any way or manner be liable or responsible for any personal injury or damage to properties, including death sustained by or caused to or by any of the Security Agency's employees or guards assigned to the premises of Batangas State University during the performance of their duties. Insofar as any and all guards assigned to Batangas State University are concerned, the Security Agency shall at all times stand solely liable and / or responsible for the enforcement and compliance with all existing laws, rules and regulations, including the labor code, Social Security Law, Employee's Compensation Act, Medicare Act, HDMF Law and other related welfare legislations / issuances, and the Security Agency hereby further agrees and binds itself to save and hold Batangas State University free from any liability with respect thereto and / or which may arise therefrom. The Security Agency hereby agrees to hold Batangas State University free and harmless from all and any damages and liabilities that may be filed against the security guards by reason of their employment by the Security Agency under decrees and / or law pertinent to employer-employee relationship;
2. Batangas State University has the right to withhold the Security Agency's billing for the last month and/or proceed to the forfeiture of the Performance Security at the option of Batangas State University to cover the Security Agency's liability after such liability has been duly established by competent authorities and this shall be without prejudice to other courses of action Batangas State University may take under the circumstances;
3. Security Agency shall be liable to Batangas State University liquidated damages in the amount equal to one-tenth of one percent at the cost of the unperformed portion for every day of delay. Batangas State University need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to Security Agency, or collected from the Performance Security posted by the Security Agency, whichever is convenient to Batangas State University. If the total sum of liquidated damages exceeds ten percent (10%) of the total contract price, Batangas State University shall automatically terminate the contract without prejudice to other course of action and remedies open to it;

4. Security Agency shall be responsible to secure mayor's permit or municipal license from the city or municipality where Batangas Ste University campuses are located. Permits or licenses are required to ensure that the standards are met and that business complies with the specific requirements of the business locale.

X. RIGHTS OF BATANGAS STATE UNIVERSITY TO TERMINATE CONTRACT

1. It is expressly understood herein that the relationship of Security Agency with Batangas State University is based purely on the trust and confidence of the latter in the former, and that Batangas State University shall have the right to terminate the contract in case of loss of said trust and confidence in Security Agency, upon thirty (30) days prior written notice therefore to Agency;
2. Batangas State University shall have the right to terminate the contract, after a thirty (30) days written notice therefore to the Security Agency on the following grounds:
 - a. When Security Agency guards have willfully and intentionally or through negligence caused the death of, or has inflicted serious physical injury on any person or any Batangas State University personnel inside its premises / installation while on official duty;
 - b. When Security Agency's guards have willfully and intentionally through negligence caused irreparable damage to the prestige or any vital interest of the Batangas State University, great destruction of Batangas State University properties and equipment, or any loss by personal participation or non-performance of his duties and responsibilities;
 - c. When Security Agency violated other obligation required under this Contract and refused to comply and / or remedy the violation within the reasonable period given by Batangas State University;
 - d. Failure of the Security Agency to comply with the provisions of R.A. 5487 as amended;
 - e. When upon the result of the audit findings, Batangas State University finds the Security Agency resorting to unauthorized, illegal, involuntary and unreasonable deductions, resulting to short and underpayment of salaries of guards thereby affecting their state of morale and efficiency;
 - f. When Batangas State University finds the Security Agency to have failed in their obligation to any of its guards based on the agency's contract with Batangas State University thus, affecting the state of morale and efficiency of the entire force;
 - g. When Security Agency increased or decreased the number of guards without written approval of Batangas State University;
 - h. The existence of any fact or circumstances which in the judgment of Batangas State University will preclude, prohibit and/or make the Security Agency incapable of providing effective security and protective services;

- i. When the Security Agency have been found to have misrepresented or defrauded any of the documents required during the bidding for the project;
- j. When the Security Agency have been found to have misrepresented, misappropriated or defrauded the billing statement.

XI. DURATION

The contract period is for two (2) years unless sooner terminated for a cause.

XII. FIREARMS / COMMUNICATION EQUIPMENT / VEHICLES / SECURITY EQUIPMENT

Description	Requirement	Distribution	
		Campus	Qty
1. Base Radio	2	GPB Campus I	1
		GPB Campus II	1
2. Hand Held Radio	57	GPB Campus I	18
		GPB Campus II	9
		Lipa	4
		Rosario	3
		Balayan	3
		Lemery	4
		Lobo	2
		San Juan	3
		Nasugbu	7
		Malvar	4
3. Fire Arms	47	GPB Campus I	11
		GPB Campus II	7
		Lipa	4
		Rosario	3
		Balayan	3
		Lemery	4
		Lobo	2
		San Juan	3
		Nasugbu	6
		Malvar	4
4. Four Wheel Vehicle	1	GPB Campus I	1
5. Motorcycle	2	GPB Campus I	1
		GPB Campus II	1
6. Metal Detector	24	GPB Campus I	6
		GPB Campus II	3
		Lipa	2
		Rosario	1
		Balayan	2
		Lemery	2
		Lobo	1

		San Juan	1
		Nasugbu	4
		Malvar	2
7. Guard Patrol Touring System with 10 spot stations each unit @ Main Campus 1 & 2, minimum 5 spot stations each in other campuses	4	GPB Campus I	2
		GPB Campus II	1
		Lipa Campus	1
8. Megaphone	11	GPB Campus I	2
		GPB Campus II	1
		Lipa	1
		Rosario	1
		Balayan	1
		Lemery	1
		Lobo	1
		San Juan	1
		Nasugbu	1
		Malvar	1
9. Reflectorized Traffic Vest	38	GPB Campus I	10
		GPB Campus II	4
		Lipa	3
		Rosario	3
		Balayan	3
		Lemery	3
		Lobo	2
		San Juan	2
		Nasugbu	5
		Malvar	3
12. Computer with Printer	10	GPB Campus I	1
		GPB Campus II	1
		Lipa	1
		Rosario	1
		Balayan	1
		Lemery	1
		Lobo	1
		San Juan	1
		Nasugbu	1
		Malvar	1

It is understood that the above-listed equipment shall be functioning and usable. In case of defect, it shall be the duty of the Security Agency to replace the unit within twenty-four (24) hours from the time it was reported.

XIII. MINIMUM SPECIFICATIONS OF SECURITY EQUIPMENT

SECURITY EQUIPMENT	MINIMUM SPECIFICATION
1. Shotgun Handgun /	Action: Pump Action, side ejecting Gauge: 12 GA.3” MAG
	Choke: Open Cylinder Capacity: 4 + 1 (3 shells) Barrel Length: 18 ½ inches Weight: 6 lbs (2.8 kgs.) Finish: Parkerized
2. Handheld Radio	<ul style="list-style-type: none"> • VHF or UHF Scanning Portables • 4 watt output • 15 channels plus 1 scan channel; with busy channel lock out. • All metal chassis and palm size compact design .38 CTCSS and 83 DCS tones enable users to have frequencies that other are using without learning them • 6 volt / 100 mAH nickel metal hydride battery, with battery saver and low battery alert • Battery save function can be turned on / off by the dealer, the function minimizes the amount of power used when no signal is present and no function is being used.
3. Guard Patrol Touring System (Watchman Clock)	<ul style="list-style-type: none"> • Durable alloy case that resist drops, erosion, waterproof, stainless steel contactor • Built-in silicone rubber coat. • Shock resistant and water-proof (suitable in harsh environment) • Memory of 10,000 readings (be able to expand storage capacity) • Low voltage design, 3.6V lithium battery • Operating temperature: -40 °C – 90 °C • Won’t lose data when power out. • Special design to prevent repeated reading. • Can use in the noisy and night environment. • Automatic alarm when low power or storage full. • 135×41×22mm 10,000 records (expandable 3.6V lithium battery, supports 700,000 continuous readings • Downloader with USB connection • Memory chips stored inside the stainless case, water-proof. • Support Windows 95/ 98/ 2000/ XP/ Vista/ Windows 7

EVALUATION PARAMETERS FOR SECURITY SERVICES

		CRITERIA	PARAMETERS	EQUIVALENT POINT SCORE
1.	STABILITY (40%)			
a.	Years of Experience	Minimum of three (3) years of experience in providing security services	1. More than 5 years	10
			2. 1 year up to 5 years	8
			3. 3 years	6
			4. Less than 3 years	4
b.	Financial Net Worth	Audited Financial Statements for the Last Three (3) Years	1. Over 5 Million	10
			2. 2.1 Million to 5 Million	8
			3. 2 Million and above	6
			4. Negative	2
c.	Profitability	Consistently operating with income for the last three (3) years	1. Consistently operating with profit	10
			2. Not consistently operating at profit	5
d.	Organizational set-up	List of officers and their corresponding curriculum vitae	1. Complete with Bio-data	5
			2. Incomplete Bio-data	3
e.	Compliance with Labor Laws	Certification of Remittance / payments from SSS, PAG-IBIG, Philhealth	1. No Case	5
			2. With one or More Case	3
2.	RESOURCES (30%)			
a.	No. of Licensed Firearms	List of Available Resources	1. More than the minimum required	10
			2. Minimum required	8
			3. Below minimum	6
b.	No. and kind of communication	List of Available Resources	1. More than minimum required	10

		devices		2.	Minimum Required	8
				3.	Below minimum required	6
	c.	No. and Kind of Motor Powered Vehicles	List of Available Resources	1.	More than minimum required	10
				2.	Minimum required	8
				3.	Below minimum	6
3.	SECURITY PLAN (10%)		Detailed Security Plan	1.	Detailed security plan	10
				2.	Incomplete security plan	6
4.	PERFORMANCE EVALUATION (10%)			1.	More than the required to submit	10
				2.	Minimum required	8
				3.	Below minimum	6
5	OTHER FACTORS (10%)					
	a.	Recruitment and selection criteria	Company Policy	1.	Complete and detailed	10
	b.	Completeness of uniforms and other paraphernalia		2.	Complete but not detailed	8
	c.	Training of guards provided		3.	Incomplete	6

BID FORM

Date: _____
Invitation to Bid N^o: _____

To: **ATTY. EDGARD E. VALDEZ**
BAC Chairman
Batangas State University

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Bidding Documents for the sum of [total Bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Statement of Single Largest Government or Private Contracts completed which are similar in nature

Business Name : _____
 Business Address : _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

NET FINANCIAL CONTRACTING CAPACITY

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

The value of bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Herewith attached are certified true copies of the audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

BID SECURITY (BANK GUARANTEE)

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated (Date) for the (Name of Contract) (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at _____ (hereinafter called "the Bank" are bound unto (Name of Employer) (hereinafter called "the Employer") in the sum of _____² for which payment well and truly to be made to the said Employer the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this ____ day of _____ 20__.

THE CONDITIONS of this obligation are:

- 1) If the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
 - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date _____³ days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

(Signature, Name and Address)

² The bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Employer's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.

³ Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Employer before the bidding documents are issued.

**BID SECURITY
SURETY BOND**

BOND NO.: _____

DATE BOND EXECUTED:

By this bond, We (Name of Bidder) (hereinafter called “the Principal”) as Principal and (Name of Surety) of the country of (Name of Country of Surety) , authorized to transact business in the country of (Name of Country of Employer) (hereinafter called “the Surety”) are held and firmly bound unto (Name of Employer) (hereinafter called “the Employer”) as Obligee, in the sum of _____¹ for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this _____ day of _____ 20 _____

WHEREAS, the Principal has submitted a written Bid to the Employer dated the _____ day of _____ 20 _____, for the _____ (hereinafter called “the Bid”).

NOW, THEREFORE, the conditions of this obligation are:

- 1) If the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) If the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction’s to Bidders; or
- 3) If the Principal having been notified of the acceptance of his Bid by the Employer during the period of bid validity:
 - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then this obligation shall remain in full force and effect, otherwise it shall be null and void.

¹ The bidder should insert the amount of bond in words and figures, denominated in the currency of the Employer’s country of an equivalent amount in a freely convertible currency and callable on demand. This figure should be the same as shown in the Instructions to Bidders.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Employer.

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived.

PRINCIPAL _____

SURETY _____

SIGNATURE(S) _____

SIGNATURES(S) _____

NAME(S) AND TITLE(S) _____

NAME(S) _____

SEAL _____

SEAL _____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

To: *[Insert name and address of the Procuring Entity]*

I/We¹, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Conformity with Schedule of Requirements & Technical Specifications

Section VI. Schedule of Requirements		REMARKS
		COMPLY/NOT COMPLY
1	General	
2	Contract Schedule	
3	Shift Schedule	
4	Firearms / Communication Equipment / Vehicles/Security Equipment	
5	Minimum Specifications of Security Equipment	
Section VII Terms of Reference		REMARKS
		COMPLY/NOT COMPLY
1	Scope of Works	
2	Agency Qualifications & Manpower Requirements	
3	Duties and Responsibilities of Security Agency	
4	Liabilities of Security Agency	
5	Rights and Obligations of Batangas State University	
6	Billing Requirements	
7	Billing and Manner of Payment	
8	Performance Security	
9	Special Provisions	
10	Rights of Batangas State University to Terminate Contract	
11	Duration	
12	Firearms / Communication Equipment / Vehicles / Security Equipment	

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *duly notarized Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

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Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

REQUEST FOR CLARIFICATION

Date of Letter

ATTY. EDGARD E. VALDEZ

BAC Chairman

Batangas State University

Rizal Avenue, Batangas City

Telephone No.: (043) 980-0385 local 1549

Dear Sir:

In relation to the Section _____ of Page _____ of the Bidding Documents for (Name of the Project), to wit:

” (Quote unclear provision) “

We would appreciate it if you could provide further explanation or clarification on the above.
Thank you very much.

Very truly yours,

Name of Representative of the Bidder

Name of the Bidder

Bill of Quantities

Name of Bidder _____ Invitation to Bid Number __. Page of __.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component ²	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + 9) x 4

[signature]

[in the capacity of]

Duly organized to sign Bid for and on behalf of _____

Batangas State University
Batangas City

**BUDGET ESTIMATE FOR THE PROJECT PROCUREMENT OF SECURITY SERVICES BASED ON
WAGE ORDER No. RB IVA-17 FOR THE PERIOD JANUARY 1, 2017 - DECEMBER 31, 2017**

AREAS	Main 1 & 2, and Lipa Campuses	Balayan, Lemery & Rosario Campuses	Nasugbu Campus	Lobo Campus	Malvar Campus	San Juan
Applicable Daily Wage Rate (ADR)	Php356.50	Php342.50	Php342.50	Php317.50	Php318.50	Php331.50
Number of Paid Days in a Year	393.5	393.5	393.5	393.5	393.5	393.5
Amount Directly to Guard						
Equivalent Monthly Rate (EMR = ADR x 393.5)/12						
Night Differential Pay (ADR x 393.5/12 x 10% x 1/3)						
13th Month Pay (ADR x 365/12/12)						
5 Days Incentive Pay (ADR x 5/12)						
Uniform Allowance (RA.5487)						
TOTAL AMOUNT DIRECTLY TO GUARD						
Amount to Government In Favor of Guard						
SSS Premium						
Philhealth Contribution						
State Insurance Fund						
Pag-Ibig Fund						
TOTAL AMOUNT TO GOV'T. IN FAVOR OF GUARD						
Total Amount to Guard & Government						
No. of Guards Needed in the Area	82	22	15	6	10	6
Total Amount to Guard & Government by Area Per Month						

Annual Amount to Guard & Government:	Php0.00	Php0.00	-
Administrative Overhead & Margin (AGENCY FEE):	Php0.00	Php0.00	Php0.00
Value Added Tax (12% of AGENCY FEE):	Php0.00	Php0.00	Php0.00
Bid Price:	Php0.00	Php0.00	Php0.00

NOTE:

- 1.0 Agency Fee (Administrative Overhead & Margin) covers operation costs such as taxes and licenses (local & national), supervision, training, insurances, and other incidental expenses relative to security guarding to include return of investments and margin of profit and assume to be 18% of the Annual Amount to Guard and Government.
- 2.0 SSS and Philhealth Premium Contributions are based on range of compensation or salary bracket computed as sum of equivalent monthly rate plus night differential using updated as of January 2014 SSS and PhilHealth Table
- 3.0 Computation of Equivalent Number of Days in One Year

COMPUTATION OF EQUIVALENT NUMBER OF DAYS IN ONE YEAR	
298.00	298 Ordinary Working Days
24.00	12 Regular Holidays x 200%
67.60	52 Rest Days x 130%
3.90	3 Special Days x 130%
393.50*	Total Equivalent of One Year in Regular Day

- 4.0 **Withholding Tax computation:**
 - a) 2% Expanded Withholding Tax. (*i.e. Agency Fee x 2%*)
 - b) 6% Creditable Withholding Tax on Government Account Only. (*i.e. Agency Fee x 6%*)
- 5.0 **Application of Socio Economic Allowance (SEA):**

The SEA is a daily allowance an increase in the daily minimum wage of workers/employees receiving more than Two Hundred Sixty Seven (267.00) to Three Hundred Forty Pesos and Fifty Centavos (349.50) per day. The payment of SEA under this Order shall follow the "No Work", "No SEA" policy for daily paid workers and employees. The SEA shall be integrated in the payment of holiday pay, government mandated benefits and separation pay. It shall not be considered in the computation of overtime pay, premium pay, night shift differential, 13th month pay and retirement pay.